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ANNUAL REPORT

APRIL 1, 1985 - MARCH 31, 1986

BIBLIOTHÈQUE-FACULTÉ SAINT-JEAN LIBRARY

SUBMITTED TO THE CHIEF LIBRARIAN AND DIRECTOR OF LIBRARIES

UNIVERSITY OF ALBERTA

JUNE 23, 1986.

Prepared by Juliette J. Henley

LIBRARY PERSONNEL

April 1, 1985 - March 31, 1986

PERMANENT POSITIONS

Boucher, Michel	August 1984-	Head of Public Services
DeLongchamp, Diane	November 1983-	Library Assistant-Public Services
Dubeau, Estelle	August 1979-	Responsible for Acquisitions
Fortin, Johanne	September 1985-	Secretary
Henley, Juliette	October 1983-	Head Librarian
Kotylak, Carmen	September 1984-	Clerk - Cataloguing
Kozak,, Jeanne	April 1983-	Library Assistant-Cataloguing
Prasada-Kole, Usha	January 1984-	Cataloguer

TEMPORARY POSITIONS

Audet, Nicole	September 1985-	Student helper
Charlebois, MaryLou	January 1986-	Student helper
Desrosiers, Patrice	Sept. 1984-Apr. 1985	Student helper
Fillion, Lise	Sept.-Oct. 1985	Alberta Manpower Youth Employment and Training Program
Genois, Michèle	Sept-Dec. 1985	Student helper
Giguère, Sylvie	May-Oct. 1985	Special Collection Project funded by Fonds St-Jean
Girard, Eric	October 1985-	Alberta Manpower Youth Employment and Training Program
Grenier, Jean-Pierre	Sept.1984-Apr.1985	Student helper
Grenon, Jude	Jan.-Apr. 1985	Student helper
Hamilton, Kerry	Sept.-Dec. 1985	Student helper
LaFrance, Denis	May-Aug.1985	SEED Program
	Nov.-Dec. 1985	PEP Program
LaFrance, Eric	Dec. 1985-	PEP Program
Larochelle, Paulin	Sept.1985-	Student helper
Prenevost, Madeleine	Jan. 1986-	Student helper
Prieur, Nicole	May-Oct. 1985	Special Collection Project funded by Fonds St-Jean
Wright, David	Sept, 1985-	Student helper

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III. REGULAR BUDGETS

A total of $8,745.31 was spent under Budget Level 42. This involved expenses incurred for advertising, freight and delivery, photocopying, printing, as well as library and office supplies.

UTLAS costs amounted to a total of $16,101.52; travel expenses were $1488.00; postal and telephone charges, $836.64; and equipment rental, $1051.52. Since the rest of the operational budget is centralized, there are no ways of determining our costs for the year.

Through the capital budget, the University Library provided to us: a 3M single gate check-point security system with a sensitizer-desensitizer, an IBM (Dobis) terminal, 5 chairs, 2 desks for the special collection project, an hygrothermograph, a desk stand microfiche filing system with 30 frames, 3 humidifiers, 2 book trucks, an anti-static carpet, and 2 lamps. Room 025 (cataloguing unit) was painted and the renovation project of the first floor of the Library took place. This project involved moving the circulation area from room 153 to room 161 and moving the current periodicals reading room from room 161 to room 153. The main entry to the Library was changed to room 161, and a security door with alarm was installed to room 153, where the main entrance to the Library was previously. A wall was built to separate the circulation area from the reference room. New blinds were installed in all the windows of the Library and of offices to prevent the summer heat from penetrating. Physical Plant built a very nice circulation counter. We have also obtained French signs for the Library and for offices from the University Library.

Budget Level 60 of $35,000. for library resources was entirely spent. Attached is a report of approximate amounts spent in each discipline. We are most grateful to the professors for their cooperation in the selection of library materials, a task which they willingly shared with the Library personnel. Among the most important works acquired this year were: Collected Writings of Louis Riel (5 volumes); Dictionnaire des philosophes; Univers de la Bible (10 volumes); Bible de tous les temps (10 volumes); Canadian Encyclopedia (3 volumes); Histoire de la musique occidentale (2 volumes); Mélanges de musicologie critique; Europa Year Book; L'Univers des formes (several volumes); Traité de sociologie générale (2 volumes); Histoire de la France rurale (4 volumes); and PFS: File (a filing program for the

Apple II microcomputer). We have as well completed our whole collection of publications from the Centre international de recherche sur le bilinguisme, by receiving 15 missing titles.

For the first time, in 1985-86, the U. of A. Library gave us a budget of $2500. for bindery purposes and that budget was spent entirely. This service is centralized at the University, which means that we have to send our books and periodicals first to the University before they are sent out to bindery companies. One disadvantage is that we cannot get our bindery done during the summer months like we use to do, however the costs are much lower. Because of the large volume of bindery the U. of A. Library sends out every year, they do obtain much better discounts than we could on our own. We were very satisfied with the service given to us this year by the bindery unit at the Cameron Library. This allocation will repeat itself from year to year, therefore becomes a regular budget.

IV GRANTS AND OTHER SUPPLEMENTARY FUNDING

During 1985-86, the matching grants for donations made to the Library from 1982 to February 28, 1985 were awarded by the provincial government and deposited to our AEEF accounts. The allocation of $2500. to the FSJ Library from the $100,000. donation from the Student Union received by the U. of A. Library at the end of 1984-85, was entirely spent in 1985-86. This fund as well as an amount of $18,280. from the AEEF account enabled us to purchase all second priority orders from professors as well as the entire collection of documents in microform format which are indexed in Eduq. Furthermore we were able to order much needed supplementary shelving for the special collection with the funds from the AEEF account.

At the end of the fiscal year, the University Library awarded us with a supplementary fund of $2000. for maintenance and replacement of books due to increased student enrolment. Since we had received many complaints from students that we did not have enough dictionaries, we used the fund to purchase the following: Usuels du Robert (11 volumes); Grand Robert des noms propres (5 volumes); Nouveau grand Robert (9 volumes); and a few copies of Robert 1, Robert 2, Robert-Collins, and Le Bon Usage.

In July, 1985, the Alberta University Libraries were awarded a matching grant of approximately $2,866,000. from the provincial government for the donation of a collection to the University of Calgary from the University Microfilms International Company. The allocation to the University of Alberta was $1,146,000 for the purchase

of microform materials, as well as equipment such as readers, filing cabinets, etc. Under the U.M.I. project we were able to order the back issues for 47 periodicals which for some periodicals represented many years back. The order was approximately $20,000. We obtained as well a microfiche/microfilm reader/ printer, a microfilm reader, a portable microfiche reader for circulation purposes, an 11 drawer microform storage cabinet, and a microform care kit to clean and preserve the microform documents. This project will continue in 1986-87 and we will send in all requests made by professors.

Thanks to the grant of $27,200 awarded to the FSJ Library by Fonds Saint-Jean in 1985, we were able to start the weeding, the organization and the preservation of the special collection. Sylvie Giguère and Nicole Prieur were hired for 6 months, from May 1 to October 30, 1985. A total of 32,019 documents were analyzed. The weeded documents were displayed in the old cafeteria to permit the consultation of those documents by professors and libraries. We are very thankful to the professors for their collaboration when consultation took place, as for some of them this represented an enormous amount of work. The results of the project were the following: 8,717 documents were kept in the special collection, 2,754 documents were transferred to the general collection and 20,548 documents were weeded. Representatives from campus libraries and from other libraries in the city then came to choose some documents for their own collections. We then proceeded to a sale. This brought in $914.41 which was deposited to our book budget. The unsold documents were sent to the Cameron Library (approx. 265 boxes) to be integrated in their sale. Besides paying the salaries for the two above employees, the fund from Fonds Saint-Jean permitted us to order shelving for the special collection, and acid free supplies for the conservation of the documents. All the numbers in the series "Missions des Oblats" were also bound. The final report of activities and expenditures was prepared and presented to Fonds Saint-Jean at the end of the project.

Under the SEED, PEP and Alberta Manpower Youth Employment and Training programs we were able to hire clerks who started and completed in 1985 the project of treating the entire collection for the security system. They have also been working on the conservation of our special collection and approximately 75% of the conservation work has already been done.

Recently we received the news from the Secretary of State that they were granting us an amount of $34,338.18 to start the cataloguing of the special col-

lection project. These funds will permit us to hire a librarian, a library technician and a clerk for 2 months. The fund will also be used to purchase much needed cataloguing tools and to pay UTLAS costs. The fund was intended to cover the 1985-86 costs of the project. Since the project which was submitted was a 12 month project, it is hoped that the 1986-87 costs will be approved by the Secretary of State soon, so the work may continue without any interruptions.

The grant of $26,820.00 from the Secretary of State made in 1984-85 towards the establishment and development of reference service at the FSJ library was entirely spent by June 30, 1985. The fund was used to improve reference services and the reference collection. Much needed print and microform reference tools were ordered, and a MacIntosh microcomputer was purchased to enable us to perform automated reference searches as well as word processing. For the first time, in September 1985, we were able to offer to our clientèle automated reference searches. We subscribed to several data bases: BRS, Informatech, Infopuq, Termium and La Banque de Terminologie du Québec. From September to the end of March 1986, Michel Boucher performed 197 searches, mostly for professors. During the summer of 1985 we also entered on the MacIntosh our 2 library guides as well as our 3 bibliographic guides. They can now be revised very easily from year to year. The final report of activities and expenditures for the reference project was presented to the Secretary of State at the end of June 1985.

V. OTHER ACTIVITIES

We were very grateful to the Faculté Saint-Jean for awarding to the FSJ Library more space in 1985-86. We obtained Room 023 in April to accomodate the special collection, and Room 025 in November for the cataloguing unit. In December, the cataloguing unit moved from Room 165 to their new quarters, and the Head Librarian took over Room 165 as her new office. Office 163A which had previously accomodated the Head Librarian, was converted into a photocopying room as well as a storage room for donations and new books arriving, bindery materials waiting to be sent out, etc.

In Acquisitions Estelle Dubeau completed her automation project of entering on the Apple II microcomputer all books ordered and received but not yet catalogued, including donations received at the Library. It is now very easy to produce lists of orders by the name of professors, by disciplines, by the status of the order, by the order priority, etc. We can also produce our list of donations by the name of the donor.

The most important priority for the Library in 1985-86 was to increase the work output in the cataloguing unit. This will continue to be the highest priority for the Library in 1986-87. The cataloguing manual with regards to our application of AACR2 and of MARC coding, as well as outlining our local policies and workflow procedures, is progressing nicely. We are hoping to automate the control of our authorities very soon and planning our first catalogue on fiches for next September. We are very grateful to Sam Aquila from the main campus for all the time he spent with us this year and for his valuable advice in helping us to improve our cataloguing operations.

VI. DONATIONS TO THE LIBRARY

The FSJ Library received a total of 716 volumes in donations during 1985-86, at a value of $9,513.75 (see list of donations attached). The University Library has applied on our behalf for matching grants from the provincial government.

VII. STATISTICS

The public services statistics from April 1, 1985 to March 31, 1986 are attached, as well as a comparison with the previous year's statistics which Diane DeLongchamp has tabulated. While there was a drop in the circulation of monographs, there was a large increase in the circulation of periodicals. We expected that result because our collection of periodicals is improving, and our indexes are now more extensive. With a reference librarian on duty, more students are learning to use indexes and periodicals to complete their assignments. We have also noticed that professors are encouraging students a lot more to use periodicals as resources. The automated reference searches have also most likely contributed to this large increase. The Reserve service was also better utilized this year, and no doubt this is because it is becoming better known. We think the drop in directional and quick reference questions is largely due to our orientation programs, and to our reference librarian instructing people on how to use the library. On the other hand, extended reference questions increased due to more and more people taking advantage of our reference service. Although the number of people occupying study spaces at any one time has not risen that much this is largely due to the fact that we do not have sufficient study space. We received several complaints throughout the year on the lack of study space for students or of crowded conditions, especially in the reference room.

We were very happy to participate this year in a staff exchange program with the HSS Library. Under this program, Michel Boucher spent one morning per week doing reference work at the HSS Library, while Wanda Quoika-Stanka spent one afternoon per week doing reference work here at the FSJ Library. We think the program was very successful as it makes reference librarians more aware of other collections on campus and it offers them different learning opportunities. We hope that the program will be repeated in the coming year.

VIII. CONCLUSION

In closing, many thanks are due to all FSJ Library staff members; their important contribution to the efficient operation of the Library resulted in much progress this year. Thanks are also extended to the members of "Le Comité de la Bibliothèque," to the director of the "Centre de documentation pédagogique," to the Faculté Saint-Jean administration staff and professors, to Peter Freeman and all his staff, and in particular to the Dean, Mr. Jean Bour. Their cooperation, their advice, their support and the trust they have placed in the Library staff were greatly appreciated.

DONS A LA BIBLIOTHÈQUE DE LA FACULTÉ SAINT-JEAN

DONATIONS TO THE FACULTE SAINT-JEAN LIBRARY

1985-86

1.	Arlene Catling	29 volumes	$266.65
2.	Pierre Bokor	41 volumes	322.00
3.	Myo Kapetanovich	17 volumes	98.90
4.	Paul Vaillancourt	37 volumes	387.30
5.	Thérèse Potvin	6 volumes	89.40
6.	Thomas Bilodeau	6 volumes	96.55
7.	Centre International de Recherche sur le Biblinguisme	4 volumes	34.00
8.	Rita L'Heureux	1 volume	20.00
9.	Guérin Editeur	1 volume	15.00
10.	Bibliorama Inc.	1 volume	12.00
11.	Michelle Comeau et Georgette Goupil	1 volume	5.00
12.	Anonyme	1 volume	10.95
13.	Liliane MacCallum	61 volumes	628.20
14.	Paul Poirier	212 volumes	2,863.20
15.	Louis-Philippe Cormier	90 volumes	1,037.00
16.	Pierre Bokor	8 volumes	49.90
17.	Thomas Bilodeau	4 volumes	54.15
18.	Jean Fortier	21 volumes	616.60
19.	Antoinette Roy	21 volumes	152.30
20.	Dollard Desmarais	20 volumes	771.20
21.	Honorable Marcel Lambert	17 volumes	510.00
22.	Diane Delongchamp	1 volume	14.95
23.	Frank McMahon	2 volumes	8.00
24.	Presse de L'Université du Québec	3 volumes	51.90
25.	Centre de recherche en civilisation canadienne-française - Univ. d'Ottawa	1 volume	15.00
26.	Le Carrefour	58 volumes	706.20
27.	Canadian Association for Cooperative Education.	1 volume	10.00
28.	Centre international de recherche sur le bilinguisme.	8 volumes	85.00
29.	Book of the Month Club.	1 volume	7.95
30.	Guérin Limitée.	1 volume	6.95
31.	Richardson Century Fund	1 volume	39.95
32.	Société historique de la Saskatchewan	1 volume	10.00
33.	Louiselle Daigneault	1 volume	7.95
34.	Don Anonyme	10 volumes	142.40
35.	Don Anonyme	28 volumes	367.20
		716 volumes	$9,513.75

Les statistiques du service de la bibliothèque

Année fiscale 1985-86

			avril	mai	juin	juillet	août	septembre	octobre	novembre	décembre	janvier	février	mars	Total pour l'année
*	Prêt de livres	Jour	332 / 131	163 / 10	85 / 35	133 / -	74 / -	520 / 225	856 / 172	806 / 51	274 / 22	707 / 198	542 / 98	748 / 74	5240 / 1016
		Soirée et fin de semaine	169 / 179	- / -	- / -	- / -	- / -	143 / 382	343 / 165	206 / 299	143 / 230	224 / 393	202 / 434	424 / 501	1854 / 2591
		Total	811	173	120	133	74	1270	1536	1362	677	1522	1276	1747	10701
*	Prêt de périodiques	Jour	35 / 46	9 / 8	5 / 12	16 / 0	29 / -	39 / 52	89 / 231	65 / 483	31 / 324	170 / 750	78 / 614	141 / 515	707 / 3035
		Soirée et fin de semaine	5 / 75	- / -	- / -	- / -	- / -	10 / 127	48 / 87	50 / 113	45 / 22	23 / 151	14 / 124	38 / 167	233 / 866
		Total	161	17	17	16	29	228	455	711	422	1094	830	861	4841
	Prêt-entre-départements		4	0	0	0	1	11	9	5	4	7	5	2	48
	Livres retournés au campus principal		59	0	6	0	0	7	6	15	20	13	7	5	138
*	Prêt-entre-bibliothèques		2	0	0	1	0	2	2	2	1	6	12	0	28
	Prêt de la mise en reserve	Jour	172	9	3	2	2	74	193	229	109	240	141	248	1422
		Soirée et fin de semaine	103	-	-	-	-	19	63	59	50	78	62	90	524
		Total	275	9	3	2	2	93	256	288	159	318	203	338	1946
	Demande directionnelle	Jour	99	19	14	20	12	78	51	32	19	39	36	33	445
		Soirée et fin de semaine	62	-	-	-	-	36	74	56	41	56	41	54	420
		Total	161	19	14	20	12	114	125	88	60	95	77	87	865
	Consultation rapide	Jour	38	15	8	16	14	48	52	26	15	56	37	35	360
		Soirée et fin de semaine	41	-	-	-	-	44	60	39	26	35	38	24	307
		Total	79	15	8	16	14	92	112	65	41	91	75	59	667
	Consultation approfondie	Jour	71	9	17	12	13	212	261	165	68	218	131	162	1339
		Soirée et fin de semaine	50	-	-	-	-	64	62	47	48	59	33	27	390
		Total	121	9	17	12	13	276	323	212	116	277	164	189	1729
	Moyenne (Nombre de personnes dans les salles de lectures)	Jour	9.6	1	1	1	1	11.1	12.8	11.8	7.2	8.8	10.1	10.1	10.2
		Soirée et fin de semaine	7.1	1	1	1	1	6.7	9.1	9.2	7.9	7.0	6.1	7.0	7.5
		Total	8.4	1	1	1	1	8.9	10.5	10.5	7.6	7.9	8.1	8.6	8.9

* Le premier chiffre représente le prêt externe tandis que le deuxième chiffre représente le prêt interne (ou la consultation d'un document à l'intérieur de la bibliothèque)

COMPARAISON

April 1, 1985-March 31, 1986.

Statistics

	1984-85	1985-86	%
Books circulated	12,150	10,701	-11.93%
Periodicals circulated	2,029	4,841	+139.00%
Interlibrary Loans	73	28	- 61.64%
Reserve Materials	1,381	1,946	+ 40.91%
Directional Questions	1,091	865	- 20.71%
Quick Reference	771	667	- 13.49%
Extended Reference	1,304	1,729	+ 32.59%
Number of Persons in Study Rooms	8.3	8.9	+ 7.23%

Formula $(T^{86} - T^{85}) : T^{85} \times 100 = \%$

No comparison with last year since the following were new services started at the end of the 1984-85 fiscal year:

1) Books returned to the main campus = 138

2) Departmental loans = 48

3) Automated reference services = 197

ANNEE ACADEMIQUE 1985-1986

Répartition du budget par discipline

MATIERES	MONTANT ALLOUE	MONTANT ENGAGE	DEPENSE	RESTE
SCIENCES				
Biologie/Entomologie	$ 599.00		$ 17.38	$ 581.62
Chimie	$ 622.00		$	$ 622.00
Géologie				
Mathématiques	$ 599.00		$ 139,83	$ 459.17
Physique	$ 467.00		$ 949.11	$ -482.11
TOTAL	$ 2,287.00		$ 1,106.32	$ 1,180.68
BIBLIOTHEQUE				
Périodiques/ Commandes permanentes	$13,100.00		$15,331.42	$-2,231.42
Sources d'information documentaires	$ 4,400.00		$ 3,899.11	$ 500.89
TOTAL	$17,500.00		$19,230.53	$-1,730.53
GRAND TOTAL	$35,000.00		$35,047.58	$ -47.58

Remarques:

Budget Référence	$ ----	$13,305.20	
Budget AEEF	$19,571.80	$17,785.64	$ 1,786.16
Budget Student's Union	$ 2,500.00	$ 2,495.18	$ 4.82
Budget "Vente de Livre"	$ 914.41	$ 845.20	$ 69.20
Budget Supplémentaire U. of A.	$ 2,000.00	$ 2,090.00	$ - 90.00

Mars 1986